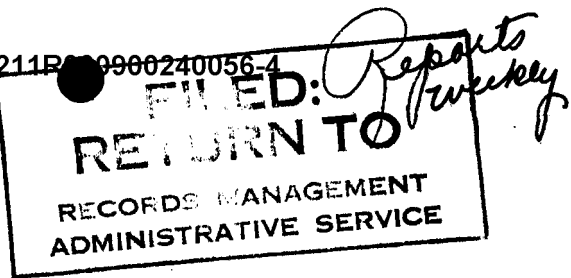


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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS



TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
16 April 1953

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center;">25X1</div>	0	0
Rcds. Mgt. Section		4	7
Rcds. Center Section		2	1
Mail Control Section		- 1	29
		5	37

1. No. on leave three days or more:

Records Mgt. Section- 0
Mail Control Section- 2
Records Center Sec.- 0

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1
Records Center Section- 0
Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission**
One man in Transportation Division as full time Courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 18

5. Specific cases on item 4 not in previous reports.

Courier

6. New applicants interviewed 0. Recruited by Personnel 0.
Recruited by this office 0.

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B. Administration and Problems:

25X1 Records Management Section - The first meeting of the Records Management Training Program was held on Monday of this week. There were 97 persons present including the speakers. Of this total, 4 were guests [] 4 were on the Training Office staff, 31 were from General Services and 58 from all other offices combined.

25X1 Final arrangements were made this week with the Directorate of Targets, Air Force Office of Intelligence, for the microfilming of forty-four (44) drawers containing reports of interviews of displaced persons prepared by Harvard University Russian Research Center. A requirement of this project is that filming be done at the Air Force [] Filming will commence on Monday, 20 April 1953. This is a special project requested by Operational Intelligence Support Staff for the divisions and staffs of DD/P. Completed film will be on file in the OCD film library.

25X1 [] ORR Map Branch, has declared as vital, about two and one half drawers of Map Procurement material. It was [] opinion that this material regarding sources and other pertinent map procurement information would be vitally needed if reconstruction of his office was necessitated. 25X1

25X1 Record Center Section - [] of I&S made a preliminary survey of the [] Details with respect to establishing the necessary security measures for this building as a record center are being developed. 25X1

Mail Control Section - One more name of a prospective courier, for a total of 16, has been forwarded to the Personnel Office.

There were no calls for courier service to the homes of the Director or Deputy Directors.

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SUPPLEMENT B

Week ending

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	13,869	21,300
Flat-bed Camera	14,857	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	42	-
References to record material	155	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,016	549
Intelligence Reports	43	63
b. Supplemental Distribution:		
Information Reports	156	229
Intelligence Reports	180	160
Notices	7	54
Regulations	792	145
Others	33	5
c. Initial Distribution:		
Notices	2	3.8
Regulations	3	1.8
Others	0	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,219	5,150
Outgoing	6,512	6,550
b. Postage expended	\$ 892.48	\$ 775.00
c. Scheduled Courier trips	240	240
d. Special Courier trips	87	33.4
e. Inter-agency mail by Courier		
Incoming	981	770
Outgoing	1,626	1,275
f. Personnel actions:		
Recruitments	3	-
Separations	2	-
g. Use of Motor Pool Vehicles		
Available	14	-
Available but delayed	6	-
Not Available	3	-

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